

# IDAHO EMERGENCY COMMUNICATIONS COMMISSION

## OFFICIAL MINUTES

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June 7, 2007

A meeting of the Idaho Emergency Communications Commission (ECC) was held on this date in the East Conference Room, Joe R. Williams Building, Boise, Idaho. Chairman Nancolas called the meeting to order at 1:00 p.m.

### **Members Present:**

Garret Nancolas, Mayor, City of Caldwell, Commission Chairman  
Teresa Baker, Ada County Prosecutor's Office  
Bill Bishop, Director, Bureau of Homeland Security  
Ann Cronin, Special Assistant, Idaho State Police, Commission Secretary  
Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services  
Joanna Guilfooy, Deputy Attorney General and Ex-Officio Member  
Troy Hagen, Director, Ada County Paramedics  
R. David Moore, Blackfoot Police Chief, Commission Treasurer  
Rich Wills, State Representative, Commission Vice-Chairman

### **Members Absent:**

Matt Beebe, Canyon County Commissioner  
Clint Berry, Qwest, Boise  
Jim Lemm, J&R Electronics, Inc., Coeur d'Alene  
Kevin Quick, Chief, Pocatello Fire Department  
Chris Smith, Canyon County Sheriff

### **Others Present:**

Bruce Bowler, Madison County Sheriff's Office  
Dodie Collier, Statewide Interoperability Executive Council (SIEC)  
Brad Coughenour, Kootenai County  
David Dahle, Idaho Military Division  
Paula Edmiston, Idaho Military Division  
Lorraine Elfering, Canyon County Sheriff's Office

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Robin Finch, Department of Administration  
Nancy Gollaher, Idaho Military Division  
Eddie Goldsmith, Department of Administration  
Erin Hidalgo, Bingham County Sheriff's Office  
Diane Hone, EMS Bureau  
Matt Howarth, Motorola  
Nikki Jansen, Ada County Sheriff's Office  
Cindy Krapff, Idaho Military Division  
Lynda Lyons, Ada County Sheriff's Office  
Scot Maring, Department of Administration  
Sandra Nelson, Fremont County Sheriff's Office  
Lex Rutter, Public Safety Communications Manager  
William Shawver, Colonel, Idaho Military Division  
Joshua Yon, EMS Bureau

## Approval of Agenda

**MOTION: Commissioner Moore moved and Commissioner Hagen seconded that the Commission approve the agenda for the June 7, 2007 Idaho Emergency Communications Commission meeting with a change that the Policy Governance Model presentation be delayed until next month. The motion passed.**

## Acknowledgements

Chairman Nancolas expressed thanks to the Idaho Military Division and to Commissioner Moore for the work that has been accomplished for the ECC's transfer to the Military Division. He also thanked the Department of Administration for its support and guidance since the ECC's creation. He further pointed out that Commissioner Guilfoy, Deputy Attorney General and Ex-Officio Member, would be leaving the Commission soon and expressed his appreciation for her outstanding guidance and direction.

## Approval of Minutes

**MOTION: Commissioner Gainor moved and Commissioner Cronin seconded that the Commission approve the minutes of the May 10, 2007 Idaho Emergency Communications Commission meeting with a minor correction in spelling. The motion passed.**

## Financial Reports

Commissioner Moore, Treasurer, presented the financial report which shows that the Commission has spent \$71,347 and has collected \$106,893 so far in Fiscal Year 2007 (FY07), and has a current total balance of \$210,110. He further presented that Boise County and Lincoln County had made their payments to the ECC since last month and that letters of reminder were being sent to Gooding, Latah, and Lemhi counties this month.

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Discussion followed on the budget impact of converting Eddie Goldsmith's position, Statewide E911 Program Manager, to a military pay grade. It was pointed out that the resulting pay increase was comparable to an appropriate raise that Mr. Goldsmith would have received since he has now been employed with the ECC for one year. Commissioner Moore will prepare an amended budget proposal for the ECC and present it at the July meeting. Commissioner Wills recommended that the budget proposal include funding for recognition awards, certificates, or other items.

**MOTION: Commissioner Wills moved and Commissioner Hagen seconded that the financial report be accepted. The motion passed.**

## SIEC Update

Dodie Collier, Project Manager for the Statewide Interoperability Executive Council (SIEC), provided the following update:

- Highlights of last SIEC meeting on May 24, 2007:
  - The funding subcommittee plans to submit for funding appropriations from the federal government.
  - A representative from the US Department of Interior (DOI) presented for consideration a proposed memorandum of understanding (MOU) to open communications between the Idaho SIEC and DOI. Several states have already signed an MOU with them. The SIEC is taking this proposal under consideration.
- There has been movement at the Federal Communications Commission (FCC) to privatize some portions of the 700 MHz spectrum. The SIEC has submitted a response recommending they leave the spectrum in the hands of the Regional Planning Committees (RPC), allowing the RPC access before commercial ventures.
- The SIEC is planning to apply for grant funding and the guidelines are due out in July. Commissioner Bishop warned that the guidelines are changing daily and could change even after we received them.

## Military Division Update

Colonel Shawver of the Idaho Military Division provided an overview of Division policies.

- Travel Express is used for travel reimbursements. A Travel Express demonstration is planned for the July meeting and training will be provided as needed for ECC members and sub-committee members.
- I-Time will be the time keeping, accounting system used to track Mr. Goldsmith's time sheets.
- Mr. Goldsmith will be issued a purchase card (P-card) and an upper limit of \$5,000 has been established.
- A Vehicle Use Policy will be worked out with Mr. Goldsmith.
- The Military Division has an established awards program that is available to the ECC.

Colonel Shawver introduced Lieutenant Colonel David Dahle, a Judge Advocate General's Corps (JAG) officer and full-time counselor in the Military Division, who will take the lead role in legal issues for the ECC.

## **E911 Project Manager Report**

Mr. Goldsmith, Statewide E911 Project Manager, reported the following:

- His focus in May was on four counties that do not have enhanced 911.
  - Valley County is ready for enhanced, but does not have the funding to move forward. In his opinion, if Valley County could receive a grant to establish enhanced 911, it does have the funding to maintain the system. It is approximately \$60,000 short of the \$180,000 needed to go enhanced.
  - Elmore County is on track to complete its new dispatch center. Once completed, it plans to establish enhanced 911.
  - Lewis County is currently not collecting emergency communications fees, but is considering it. He provided training and explained the fees to the county commissioners. They plan to have town hall meetings to educate the public and put the issue up for vote in November.
  - Idaho County's public safety is not impacted due to calls going to routers in other areas, but the county commissioners feel it is an issue and want fiber optic to resolve the issue. He met with phone companies, Qwest and Frontier, and discovered that installing fiber optic equipment is cost prohibitive.
- Mountain Home Air Force Base (AFB) responds to 911 calls on base and asked if they were required to have state certification. The consensus of the Commission was that state standards have no bearing on Mountain Home AFB, a federal agency.
- He recently met with Commissioners Baker and Berry to discuss the Voice over Internet Protocol (VoIP) legislation and how best to send letters to the communications providers notifying them about the legislation. He felt this action is on track.
- An issue facing some counties is that the county clerk pays the bills and the Public Safety Answering Point (PSAP) doesn't know where the money is going and how much there is.
- Another issue is that phone companies charge different amounts for 911 services. One company may charge \$0.25 a mile while another may charge more than \$3.00 for the same services.
- An issue facing Tamarack Resort is that it may be paying for inactive lines. It is currently paying \$33 per month for 911 services.

During discussion, Commissioner Bishop asked Mr. Goldsmith to contact Pat Lucas of the Military Division to work the issue of possible grant awards for Valley County by July. Since Valley County is a recreational area, it could possibly qualify for existing grant money. Mr. Goldsmith could broker a meeting between the two parties.

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## **“Next Steps” Subcommittee Report**

The topic for discussion again this month from the revised list of action items was “Governance.” Due to scheduling conflicts, the presentation on the Policy Governance Model and discussion were delayed until next month.

## **“Strategic Planning” Subcommittee Report**

Commissioner Baker reported that since the last meeting she had met with Commissioners Berry, Gainor, Hagen, and Smith to review the draft strategic plan. In their opinion, the draft is a great overview of the history of 911, but did not adequately address the future of 911 in Idaho. They felt it needed to address three key areas; a funding plan, a state standards plan, and an ECC plan.

To address a funding plan, a sustainable funding mechanism is required since federal grants are not assured. Commissioner Baker asked the Commission its opinion on the feasibility of changing legislation to add \$0.25 to current communications fees. This additional money, estimated to be \$3 million a year, would go to the ECC for distribution to bring all PSAPs up to standards. Discussion followed that changing legislation is possible, but would require the support of all related associations and that work with the associations must begin now.

To address a state standards plan, Mr. Goldsmith, working with the PSAP Standards Subcommittee, must identify what is required to bring all PSAPS up to standards and to maintain the standards. This information can then be used as support for the funding plan.

A funding plan and a state standards plan can then be used to help formulate an ECC plan and how the ECC will move forward in its mission.

**MOTION: Commissioner Moore moved and Commissioner Bishop seconded to direct the Legislative Subcommittee to put the funding mechanism proposal into Legislative language with input from the PSAP Standards Subcommittee. The motion passed.**

## **“PSAP Standards” Subcommittee Report**

Lynda Lyons, Chair of the PSAP Standards Subcommittee, reported that they had held their second meeting and were getting oriented. They are working on a priority action list and budget requirements and will provide them to Mr. Goldsmith in mid-June. Two items on the priority list are web-based training and a workshop to give PSAP managers a knowledge base on PSAP development.

## **Grant Opportunities**

Paul Fahey from Plant/CML (vendor) gave a presentation on 911 funding at the federal level. Beginning with the history of 911 funding, he then spoke about current legislation being negotiated; House Bill 1 and Senate Bill 4. These bills have the potential for at least \$43

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million. How the money would be distributed is unknown. His recommendation was to develop and have ready a plan to get all PSAPs to Phase II wireless. He also recommended that the ECC and all interested groups weigh in now with the congressional delegates to support the funding and a fair method of distribution.

## New Business

The next meeting will be July 12, 2007, in the West Conference Room, Joe R. Williams Building, 700 West State Street, in Boise.

The August meeting will be August 2, 2007, in the East Conference Room, Joe R. Williams Building, 700 West State Street, in Boise.

**MOTION: It was moved by Commissioner Wills and seconded by Commissioner Cronin to hold the September meeting in Blackfoot, Idaho. The motion passed.** Mr. Goldsmith will determine the exact location and training will be planned with input from the PSAP Standards Subcommittee. Actions will be needed to advertise the meeting in Blackfoot.

## Open Comment Period

Ms. Collier, SIEC Project Manager, stated that there will be an interoperability demonstration presented by the Military Division at the Association of Idaho Cities conference in Coeur d'Alene on June 14, 2007.

## Adjournment

**MOTION: It was moved by Commissioner Bishop and seconded by Commissioner Gainor to adjourn the June 7, 2007 Idaho Emergency Communications Commission meeting at 3:00 p.m. The motion passed.**

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Mayor Garret Nancolas, Chairman  
Idaho Emergency Communications Commission

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Scot R. Maring, Administrative Assistant  
Department of Administration